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Board of Foreign Missions of the Reformed Church in America.

MANUAL

OF THE

BOARD OF FOREIGN MISSIONS

OF THE

REFORMED CHURCH IN AMERICA,

FOR THE USE OF MISSIONARY CANDIDATES AND MISSIONARIES UNDER APPOINTMENT AND IN THEIR FIELDS OF LABOR.

PREPARED AND PUBLISHED BY THE BOARD.

NEW YORK:
PRESS OF ROGERS & SHERWOOD, 21 AND 23 BARCLAY ST.
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MANUAL.

THIS pamphlet is intended for the use of the Board and its Missionaries, and also of persons desiring to engage in the Missionary work under its direction. It will be found to define, as nearly as may be, the qualifications of Missionaries and their relations to the Board, and to furnish answers to many inquiries concerning business and other matters. Pains have been taken to make it as complete and explicit as possible. Those interested, especially candidates for appointment, are requested to make themselves familiar with its contents. Any questions not provided for therein, will receive the careful consideration of the Board as they may, from time to time, arise.

I. MISSIONARIES AND THEIR QUALIFICATIONS.

Regularly ordained ministers of the Gospel are called *Missionaries:* all others, licensed preachers, physicians, teachers, etc., and all ladies, whether married or single, *Assistant Missionaries.*

Qualifications for Missionary service are both general and special.

1. *General Qualifications.*

The general qualifications do not differ materially from those which would render a minister or other Christian worker useful and acceptable at home. They are such as these—devoted and consistent piety and consecration to Christ and His glory; a blameless life and good reputation; suitable age, sound health, and a constitution unimpaired; good intellectual ability, developed and disciplined by education; a reasonable aptitude for and facility in acquiring languages and aptness to teach; good temper, sound judgment, tact, adaptability to men and circumstances, cheerfulness, ability to work in harmony with others, persistent energy in the execution of plans once formed and adopted, and "a large share of good common sense."

It may, in general, be said also that *any* gift, talent or acquirement that would be likely to add to usefulness at home will add at least as much abroad, and the very highest mental power, intellectual attainment, personal culture and refinement, executive ability, organizing or administrative capacity, fertility in resources and expedients, eloquence, will find ample scope in Missionary fields, that nowhere are they more needed and nowhere will their exercise bring larger rewards to the servant or greater glory to the Master.

2. *Special Qualifications.*

These have reference to the special form or department of service in which the individual may be or desire to be engaged. Those who expect to be specially engaged in *teaching* should have experience and should have shown special fitness in actual service.

A Missionary physician should, in all cases, have what would in this country be esteemed a competent medical education, and, in particular, should be familiar, if possible, with the practice of surgery and the compounding of medicines and prescriptions. It is important that he be acquainted with the natural sciences, especially those allied with the study and practice of his profession, and that he be determined to make his professional work subservient to the progress of the Gospel. It is desirable that he be somewhat well read in Christian theology and familiar with the doctrines and standards of the Reformed Church.

II. Applications, Testimonials and Appointment.

In view of the serious consequences to the Church and to the individual of a possible mistake in so important a matter, the Board desires, and regards itself as solemnly bound, before appointing any person, to obtain as full a knowledge as possible of his character and qualifications for the work in which he seeks to be engaged. Candidates in their applications, and friends and others in their testimonials, are earnestly entreated to exercise the greatest carefulness to be conscientiously accurate in statement and true to their convictions. All such communications will be regarded as strictly confidential by the Board.

Applications.

1. All applications for appointment as a Missionary or Assistant Missionary must be made by the person seeking such appointment in his own handwriting, addressed to the Corresponding Secretary, and shall state concisely, but distinctly, his *age, native place, residence, early education, previous and present employments, his state of health at the present time and in the past; the length of time he has been a member of the Church, and his motives in desiring to become a Missionary; his expectation in reference to marriage (if single); the field he would prefer, and the reasons for such preference, and the department of work in which he wishes to engage;* and such applications should be made sufficiently early to leave full time for the necessary preparations to be made, and for the Executive Committee to become acquainted with the candidates for Missionary service, and to decide on their field.

2. If the applicant be in a Theological Seminary, Medical or other School, the proper time for the presentation of his application is at or near the commencement of his last year of study. In other cases it is desirable that it be made at least six months before preparation is completed or the probable time of departure if appointed.

3. The applications of those who are or who expect to be the wives of Missionaries are usually presented through their husbands, present or intended, and should embrace, so far as they are applicable, the same particulars. In the case of single women who desire to devote themselves to work among their sisters in foreign lands, substantially the same course should be followed as in the case of male Missionaries.

Testimonials.

1. In addition to the personal application of the individual, the following testimonials shall be required, viz.: from *his pastor*, from *the physician of his family*, or who may have attended him,—from *his instructors*, separately or jointly,—from *persons of intelligence and piety*, who have known him well; and such testimonials shall relate to his Christian character and standing as a member of the Church,—his natural talents and temper, and the probability of working happily with others; his judgment, discretion and common sense,—his literary and theological attainments, or his professional ability or skill, according to the department in which he is to labor,—his

habits of improving time, and opportunities of usefulness,—his personal habits of economy, and those of his family, if he have one,—his facility in acquiring influence with others, and using it for good,—his aptness in acquiring languages, his personal appearance, manners and address, any peculiarities of character, habits, constitution; his fitness for a particular field, or peculiarities as a preacher.

2. The testimonials of ordained ministers and theological students should *in all cases*, include the certificate of membership and recommendation of the Classis or other ecclesiastical body to which the applicant belongs.

3. If the appointment sought be that of a *physician* or *teacher*, the testimonials should embrace letters from instructors, or from intelligent persons who are familiar with the professional as well as personal character and standing, qualifications, work and success of the applicant.

4. In the case of a female, so much of the above as is applicable, and the testimonial of such Christian females as have known her intimately, will be required. It is desirable to have young women, so far as possible, recommended for the work by the Woman's Board and the Auxiliaries or Ladies' Societies that may be acquainted with them. The final decision and appointment will, however, in all cases remain with this Board.

5. In every case special care should be exercised, both in application and testimonials, to state fully and frankly all facts bearing upon the question of *health*. Before the appointment a blank form of certificate will be furnished the applicant, its inquiries to be answered in writing by the family physician or other responsible physician who is acquainted with the person.

In no case will any one be appointed who would not be recommended for acceptance by the examining physician of a reputable Life Insurance Company. Should the Board deem it desirable, every applicant will be required to undergo an examination by its own examining physician, whose certificate shall be submitted with other testimonials.

Appointment.

1. If the preceding requisites are complied with, and the Executive Committee deem the case such as to encourage hope of usefulness, the applicant shall visit the Executive Committee, to give them opportunity to become acquainted with him, and no appointment shall be

made of persons in this country without previous personal interview.

2 The Executive Committee shall not be held responsible for any expenses or debts of an applicant for Missionary appointment, while it may counsel him in meeting them, that every appointee may leave the country free of debt.

3. When an applicant is accepted, the selection of the field or department of labor shall in ordinary cases be left with the Executive Committee.

4. When an appointment is made it shall be understood to be for life, subject to the developments of Providence.

5. When an appointment is made, the Missionary shall hold himself in readiness to receive the instructions of the Committee.

6. Candidates who have received their appointment cannot begin to draw upon the Board for their expenses until they actually, and by direction of the Executive Committee, enter upon its service.

7. It is the standing rule of the Board not to pay any part of the expenses incurred in the regular course of preparatory study, whether theological, medical or other.

8. When a Missionary has received official notice of his appointment, if he be not already ordained, it is left with himself and the Classis with which he is connected, to arrange for his ordination. It is desirable that the time, place and all the circumstances should be such as, in the highest degree possible, to awaken or increase interest in the cause and work of Missions.

Missionaries or Assistant Missionaries who may be appointed from other bodies, will be expected to connect themselves with some Classis or Church within the bounds of the Reformed Church.

9. In all cases where marriage is contemplated, it should, for obvious reasons, be one of the last preparatory measures. Where a Missionary has a long journey before him, it should in no case take place till the time of departure is *fixed and near*.

III. After Appointment.

In such cases as may be deemed expedient, the Committee will exercise the right to employ Missionaries as agents, before their embarkation, for the purpose of introducing them in the most acceptable manner to con-

10. Each single lady going out as a Missionary, shall be required to sign an engagement, in the presence of a witness, binding herself, in case of *voluntarily relinquishing* her situation within five years after her arrival in a foreign land, to repay to the Board the sum expended by them for her passage and outfit. She also shall give the Board twelve months' notice of any intended change or forfeit her support for that time.

gregations, of interesting the people in behalf of Missions, of promoting their own zeal in the cause, and of acquainting them with the Committee's method of operation, and the obstacles with which they are obliged to contend in supporting Foreign Missions. The Committee will also reserve the same right to employ all Missionaries who may return home on a visit, as agents in their behalf. In all such cases the duty will be assigned by the Committee, and proper allowances made for the services performed.

Preparation for Departure.

1. *The time* of setting out on the journey is to be settled by conference with the Secretary, with the approval of the Committee. Timely arrangements should be made, especially in the purchase of such things as are needed.

2. *A Passport*, obtained from the Secretary of State at Washington, is important and in many cases indispensable. It may be obtained through a Notary Public, and every Missionary should attend to this matter for himself at an early date after his appointment.

3. The Missionary is expected to purchase his own *outfit*, and prepare all his parcels for shipment. The outfit of a Missionary consists of the clothing, bedding, etc., for use on arriving at his place of destination, together with a *select* private library, and the necessary furniture for housekeeping. Toward the purchase of outfit, the Board grants for a married Missionary and his wife $600, and for a single man or woman $300 each, where such sums are needed. It is recommended that this outfit grant be used with economy, and a considerable portion of it be reserved for purchases to be made after arriving at the station.

4. The Board will bear all necessary traveling expenses of the Missionary from his residence to the place of embarkation, as well as those of the journey to his station, by a direct route. Should this be departed from and additional expense incurred, the increased cost must be borne by the Missionary. The Board will also pay the cost of freight of outfit to the place of destination to the extent only of 6 tons, ship measurement, forty cubic feet to a ton.

5. Money, articles of clothing, etc., furnished to Missionaries by personal friends, are not to be considered as a part of a Missionary outfit, unless the donors expect them to be acknowledged by the Board as gifts to the

cause of Missions. In this case they will be charged as part of the outfit allowance.

6. The outfit of a Missionary is regarded as the property of the Board, so far as purchased by its funds; and in the case of a Missionary retiring from the field within a limited period, for other cause than the failure of health, it is expected that an equitable return will be made to the Board—due regard being had to expenses incurred and services rendered.

7. Missionaries should keep a full and accurate account of all moneys received from the Board, and the manner in which they have been expended, noting particularly what is for outfit, and what for traveling expenses. A brief abstract of this account should be given to the Treasurer before embarkation.

8. On being advised of the day fixed for embarkation, the Missionary will proceed to the port appointed, so as to reach it at least three days before the time of sailing.

In the Field.

1. On the arrival of the Missionary at the station to which he has been appointed, he shall report himself as soon as possible to the Secretary of the Mission or to the Missionary Board of the station, and shall be subject to all the laws and regulations established for the government of the same. He shall also furnish the Treasurer of the Mission with an account of all money received and expenses incurred for the journey, and forward a copy of the same to the Board.

2. Each person appointed to a Missionary station, shall be allowed for himself and family such salary as in the judgment of the Committee is required by his or their circumstances, and the cost of living in the country to which the appointment is made; such salary shall be subject to revision from time to time, and there may be an increase, reduction or withdrawal, as the Committee may decide. At present the salary of each married Missionary in China is $1,100; in India and Japan $1,200. Of each single male Missionary in all the Missions $700; and of each single female Missionary $600.

3. Salaries shall commence from the day of the arrival of the Missionaries at the stations to which they are appointed, and shall cease on the day of their departure therefrom.

4. In addition to the salary, a house is provided. If the Board own no house at the station to which he is as-

signed, a sufficient allowance is made to each Missionary for house-rent, the design, in all cases, being so to fix salary and allowances as to secure the comfortable support of Missionaries while in the service of the Board, and no more. To this end, an additional allowance (of $100 at present), is made for each child under 18 years of age abroad, or when accompanying its parents at home.

5. The particular station and work of each Missionary is, in general, assigned by the Mission and not by the Board. Each Missionary will be expected to accept the position thus assigned him. This rule applies, also, to Assistant Missionaries, both male and female.

6. Each Missionary should give his first and special attention to the work of acquiring accurately the language of the country to which he is sent, and, except under the pressure of very great necessity, no other work should be allowed to interfere with this. In beginning and prosecuting their studies and in the care and preservation of their health, new Missionaries should follow the counsel of the older and more experienced members of the Mission. Due attention to this point will promote usefulness and prevent many failures.

7. Every Missionary is expected to correspond freely and as frequently as possible with the Board, and give such information relating to his work, as may be made useful and profitable in interesting and encouraging the Church at home. Though this may make a considerable draft upon the Missionary's time and strength, no work is of greater importance.

8. No application shall be made by any Missionary to Churches, Societies, or individuals at home for funds for any special purpose, without the sanction of the Committee previously obtained; and all contributions in answer to such appeals, duly sanctioned, must pass through the Treasurer of the Board.

9. No Missionary shall engage in any secular employment, nor in any religious employment distinct from that of the Mission to which he has been appointed, without first obtaining the consent of the Mission, and holding the same subject to the approval of the Executive Committee. If such work brings him any pecuniary compensation, the money so received should be turned over to the treasury of the Mission and reported to the Board, so long as he continues to draw his usual salary.

10. Medical Missionaries shall constantly make their practice of medicine among the natives conduce to the advancement of the Missionary work. If receiving a fixed

salary from the Board, any fees which they may receive for medical service should be turned over to the Treasurer of the Mission and reported to the Board.

Recall or Return.

1. Whenever the continuance of any Missionary at a foreign station shall be deemed inexpedient in the judgment of the Committee, they will reserve the right to cancel the appointment, and will be at the expense of the return to this country of the person whose appointment shall have been so annulled.

2. Missionaries are expected conscientiously to care for their health, taking such rests and vacations in the vicinity of their Mission fields as are necessary for this purpose and approved by the Mission. Occasionally, also, a visit to the United States may be desirable; but no period has been fixed for such furlough. Each case must be determined according to its necessity and with a wise reference to the best interests of the work at home and abroad.

3. When any Missionary or Assistant Missionary of the Board shall desire, on account of ill health or any other cause, to return to the United States, he is required to obtain permission from the Executive Committee so to do, when it is practicable, (always sending with his request the opinion of his Mission), and when impracticable to obtain such permission, he is required to obtain the consent of his Mission, which consent shall always be subject to the revision of the Executive Committee, and the expenses of the return will be borne by the Committee, when such return is with their approval.

4. When Missionaries shall visit the United States on leave, the Committee will make such allowance for their support during the period of such visit as the circumstances of each case may require, and as the means of the Board allow.

2. When Missionaries or Assistant Missionaries return home, their connection with the Board shall cease as soon as there is no longer a reasonable probability of their returning to their missionary labor.

6. The grants made to returned Missionaries and Assistant Missionaries shall, in all ordinary cases, be charged to the Missions to which they last belonged, as a part of the expenses of said Missions.

7. As a rule no second *outfit* is allowed. But Missionaries returning to their fields after a furlough are some-

times allowed, in the discretion of the Committee, a sum equal to half the amount of the original outfit, if necessary, as *re-fit.*

8. When Missionaries return to their fields, the Board will defray their traveling expenses from their home or place of residence by the usual route of travel. The Board, however, does not engage to pay the traveling expenses of children who are returning to the Missionary field after they have reached the age of fourteen years, unless they return as Missionaries. In this case they shall be subject to the same rules for appointment as other Missionaries.

9. When superannuated or disabled Missionaries or Assistant Missionaries, or the widows of Missionaries or Assistant Missionaries, return to this country with the approbation of the Executive Committee, it shall be the duty of the Committee to make such grants towards their support, as the circumstances of each case shall require, and as shall best comport with the missionary character and the interests of the missionary cause;—it being understood,

1st. That no pensions or annuities are to be settled on any person, and that no grant is to be made, except in extraordinary cases, for any other than the current year.

2d. That, except in extraordinary cases, after the lapse of a year from their return, no grant is to be made to returned Missionaries or Assistant Missionaries, who are neither superannuated, nor disabled by sickness, and yet are not expected to resume their missionary labors.

3d. That Missionaries and Assistant Missionaries, who return on account of sickness, and recover their health, and remain in this country, are no longer to be regarded as having claims upon the Board for pecuniary assistance.

4th. That Missionaries and Assistant Missionaries, who return on account of sickness, and partially recover their health so as to attend to the ordinary business of life for a number of years, are not to be regarded, when they again lose their health, as having the same claims upon the Board as they had when they first arrived.

Children of Missionaries.

1. When Missionaries or Assistant Missionaries desire to send their children to this country for education, and when it is decided in a manner conformable to the rules and usages of the Board that the children may come, the arrangements for the passage, so far as they involve ex-

pense, shall have the concurrence of the Mission, and the allowance, extraordinary cases excepted, shall be only for a passage direct to this country, and such clothing and stores as may be required for the voyage.

2. When the children arrive in this country, the Executive Committee will see that they have a suitable conveyance to the places where they are to be educated or to reside; and the Committee will make grants, on applications from the parents or guardians, to an amount not exceeding $150 a year for each child, until the children are eighteen years old. In special cases, and upon application, the Committee is authorized to continue this grant, for educational purposes, to the age of twenty years.

3. Children, who are left orphans, and without a suitable home in the Mission, or responsible guardians, will receive the immediate and kind consideration of the Committee, who will make an arrangement for their return home, and provide for them the best guardianship in their power.

4. The allowances made on account of the children of living missionaries or Assistant Missionaries, wherever the children may be educated, shall be charged to the Mission to which the parents belong; and the allowances made on account of orphan children shall, in ordinary cases, be charged to the Mission to which the parents belonged at the time of their decease.

IV. Constitution, etc., of Missions.

1. When three or more Missionaries are located near each other, they shall organize themselves for business as a Mission, by the choice of a President, a Secretary, and Treasurer, which form shall continue (even when they may organize a Classis) until they require no further aid; but no native shall take part in the action of such Mission.

2. The Treasurer, or disbursing officer of each Mission, is required to forward to the Committee, at the close of the month of December, in each year, a detailed report of all the cash or merchandise received, or drafts drawn, and of all payments of every kind; together with a particular statement of the nature, condition and estimated value of the property belonging to the Mission, and of the account of each individual Missionary and Assistant, duly audited by a Committee appointed for the purpose.

He is to keep, in official books procured at Mission expense, and to be the property of the Board, clear and

correct accounts of all receipts and payments, and to have vouchers of the latter; his books must be open to the inspection of other members of the Mission, or any one of them at any time; and his accounts must be audited by a Committee of two members appointed each year for this purpose.

3. The Treasurer or disbursing officer of a Mission, will on no account be permitted to exceed in expenditure for such Mission, the amount annually appropriated for the support of the same, except in imperative circumstances, and then only with the consent of the Mission, and subject to the final judgment of the Executive Committee.

4. In general, drafts upon the Treasurer of the Board by individual Missionaries, are not desirable. If any Missionary wishes to remit to this country in payment of bills or for goods ordered or other purpose, he is requested to do so, if possible, through the Mission Treasurer, using his drafts upon the Treasurer of the Board.

5. No real estate shall be purchased by a member of any Mission for the account of the same, without the express permission of the Committee previously obtained; and all property purchased shall be held in trust for, and in the name of the General Synod of the Reformed Church in America.

6. All unexpended balances shall be placed to the credit of the Board at the close of the year. Any appropriation for general use not required during the year shall lapse at its close, and be returned to the Treasury.

No funds of the Board shall be loaned to outside parties.

7. Each Mission shall prepare, at its annual meeting in every year, a careful estimate of the probable necessary expenses for the work of the year ensuing, specifying the different objects in detail, to be forwarded so as to reach the Board not later than the first of October. Each station in the Mission shall prepare its estimate of expenditures for the year. These shall be submitted to and carefully examined by the Mission at the annual meeting, and from these, when approved, the general estimates shall be made.

These estimates when approved, and the amounts appropriated by the Board, will govern the expenditure of the year, and must not be exceeded. Should necessities that cannot be foreseen arise during the year, calling for

increased expenditure, these should with the approval of the Mission, be reported to the Board, unless funds to meet them are provided from other sources than the Treasury of the Board.

8. In all Missions of over two missionaries, a letter should be sent to the Board once a month, giving news of the missionary work, that the Board may be kept constantly and fully informed of its state and progress.

9. Each Mission shall prepare an annual report which shall give, in as brief and clear a manner as possible, a view of the work in the entire field during the year. This report should, in all cases, be sent so as to reach the Board not later than the first of March. It should present, in tabular statement, the number and names of stations and out-stations, churches, schools (Sunday, day and boarding), the number of baptisms during the year, of communicants, received on confession and letter—dismissions and total in communion, scholars (distinguishing between boarding, day and Sunday scholars, male and female), with a list of the Missionaries, Assistant Missionaries, Native Pastors, Helpers and Teachers at each station, and such other items of information as may be deemed valuable.

10. At the end of the first and second years after the arrival of a new Missionary, the Mission is requested to make a report to the Board in regard to his progress in the acquisition of the native language, and his knowledge and skill in its practical use. It should be understood that the ability to write and speak the language with reasonable ease and accuracy is an indispensable qualification for Missionary work, without which no one can expect to continue in the service of the Board or the enjoyment of its support.

11. A majority of Missionaries and male Assistant Missionaries in any Mission shall, in their regular meetings, decide all questions that may arise in regard to their proceedings and conduct in which the Mission is interested, the decision being subject to the revision of the Executive Committee. At such meetings every Missionary and male Assistant Missionary present, having arrived at the age of twenty-one years, is entitled to a vote.

12. No Missionary shall interfere with the local or civil affairs of those among whom he labors.

13. A friendly intercourse shall be maintained with other Christian societies in this and other lands, which are engaged in the benevolent design of propagating the Gospel of Jesus Christ.

CONSTITUTION

OF THE

BOARD OF FOREIGN MISSIONS,

Approved by the General Synod, October, 1857;

WITH

RULES OF BUSINESS.

Preamble.

Whereas the Lord Jesus Christ, as the Divine Head of the Church, has enjoined on all His people the duty of giving the Gospel to every creature ; and, *Whereas* the condition of all men without the Gospel is one of exposure to eternal death, as well as of present suffering and sorrow—Therefore, under the conviction of duty, and with earnest desire for the best interests of our fellow men here and hereafter—the General Synod of the Reformed Protestant Dutch Church, acknowledging with gratitude what God has been pleased to accomplish by the Church, deems it important in entering on a distinct and separate management and support of Foreign Missions, to re-model its Board of Foreign Missions, with a view to greater efficiency and a more faithful conformity to the Divine requirement, and adopts the following, viz :

Constitution.

Art. 1. The management and control of the Foreign Missions of the Reformed Protestant Dutch Church, as well as the institution of new Missions, and the appointment of Missionaries, shall be committed to the BOARD OF FOREIGN MISSIONS, subject to the revision and instruction of the General Synod.

Art. 2. This Board shall not be restricted in the sending of Missionaries to any part of the world, or to any class of persons who are without a pure Gospel, when Divine Providence opens the way to them, and the men and means are furnished.

Art. 3. The Board of Foreign Missions shall consist of twenty-four members (of whom one-third shall be chosen at each annual meeting of the General Synod), with the Corresponding Secretary and Treasurer, who shall be *ex-officio* members.

Art. 4. The Board of Foreign Missions shall hold its first meeting each year as soon as practicable after the meeting of the General Synod, at which the officers for the year shall be chosen.

Art. 5. The Board of Foreign Missions shall have authority to employ ordained Ministers and Licentiates, the wife of each of whom shall be regarded as an Assistant Missionary ; Physicians, Colporteurs, Printers, unmarried Female Teachers, all to be at the time of appointment members in communion with the Reformed Protestant Dutch Church, or, having taken the measures necessary to become such—and all proper agencies for raising means in our Churches for the support of the Missions, and the use of the Press, both at home and abroad.

Art. 6. Any person by the contribution of Fifty Dollars at one time may become a member for life of the Board of Foreign Missions, and shall have the privilege of meeting with the Board, and participating in its deliberations, without being entitled to vote.

Art. 7. The Board of Foreign Missions shall submit to the General Synod, at each annual meeting, a faithful report of its acts, with the annual account of the Treasurer, properly audited, and submit for approval such plans and measures as may require the specific attention of the General Synod. The Corresponding Secretary shall be present at each meeting of the Synod, to make such explanations as may be called for.

Art. 8. It shall be the steady aim of the Board of Foreign Missions to secure as early as may be wise the organization by the Missionaries of Churches, Classes, and other Church Courts, according to the order of the Reformed Protestant Dutch Church.

Art. 9. The Board of Foreign Missions shall meet at least quarterly, at such hour and place as it may itself agree on, and when convened, seven members shall constitute a quorum.

Art. 10. The Board shall have power to fill vacancies, which may occur in the progress of the year,—the persons chosen to hold such place until the next meeting of the General Synod.

Art. 11. Extra meetings of the Board may be called on the vote of the Executive Committee, or the written request of any three members.

Rules of Business.

Art. 1. This Board shall convene as early as practicable after each annual meeting of the General Synod.

Art. 2. At such meeting the Board shall choose by ballot, a President, a Vice-President, Recording Secretary, a Corresponding Secretary, a Treasurer and an Executive Committee.

Art. 3. The meetings shall be held at least quarterly, to wit: On the second Wednesday of July, October, January, April, at

such place and hour as fixed by its own vote, and at such meetings seven members shall constitute a quorum.

Art. 4. The Board at its several meetings shall review and decide upon all the proceedings of its officers, and of the Executive Committee; direct to such measures as it may deem important, and present an Annual Report of its doings to the General Synod.

Art. 5. The Board shall leave all matters properly ecclesiastical to the Classes to which they belong, or may refer the same to the General Synod.

Art. 6. The seat of operations of the Board shall be the City of New York.

THE CORRESPONDING SECRETARY.

It shall be the duty of the Corresponding Secretary to conduct all the correspondence with the Missions and Churches (excepting that which belongs to the Treasurer); to keep files of all letters and papers; to arrange and bring up all such business as requires the attention of the Board and the Executive Committee, and submit such documents as may be necessary for the information of either; to keep memoranda of his work, which may be referred to by either when desired; to prepare and submit the Annual Report to the Board, attend the annual meeting of the General Synod; to visit as circumstances may allow the Theological Seminary at New Brunswick, Rutgers, Union and other Colleges, where the young men of our Church receive their education, with a view to securing suitable young men for the Missionary service, and to take the oversight of such periodicals as may be issued, in connection with such others as the Board may appoint.

THE TREASURER.

It shall be the duty of the Treasurer to receive and keep faithful accounts of all moneys received and paid; the former to be published monthly in the papers of the Church and of the Board; to keep a record of all life members, and furnish necessary certificates; to take charge of and forward to Missionaries all articles sent to him from the Churches, or from individuals; to purchase and forward to Missions such as they may order, charging the same to the annual account of the party ordering them; to submit at each stated meeting of the Board and Executive Committee the state of the funds; to present at each meeting bills requiring the action of either, and only pay the same when so ordered by either; to bring up for consideration in due season what remittances may be needed for the Missions, or what exchanges or bills may be required,—but he shall negotiate none without the order of the Executive Committee, and with the advice and approbation of the Finance Committee, and shall assume no obligations without their direction or assent.

He shall keep all notes, bonds, deeds, and other evidences of property, invest or deposit money as may be directed, with the approbation of the Finance Committee; exhibit his books, accounts and vouchers, and evidences of property whenever required by the Board or the Executive Committee; submit an annual statement of his accounts to the Board at its meeting immediately preceding the annual meeting of the General Synod; conduct the correspondence relating immediately to his department, and perform such acts as are necessary to the faithful execution of the duties of his office.

He shall enter in a distinct record the appropriations which may be made from year to year for each Mission and Missionary—for his own use, and that of the Board or Executive Committee, or the General Synod.

THE EXECUTIVE COMMITTEE.

Art. 1. The Executive Committee shall consist of five clergymen and five laymen, together with the Corresponding Secretary and Treasurer; shall meet at least monthly, at such hour and place as it may itself appoint, and five members shall constitute a quorum.

Art. 2. The Executive Committee shall be charged with the execution of the resolutions and instructions of the General Synod, and of the Board; shall select fields of labor, appoint the Missionaries, direct their labors, and fix their compensation; shall give permissions to return, or recall any; authorize the payment of moneys—appoint and direct agents, make all necessary arrangements through the Board of Publication for the printing of such documents or papers as they may deem necessary; shall keep records of all its proceedings, and lay the same quarterly before the Board of Foreign Missions for its approval or correction.

Art. 3. While the Executive Committee are not responsible for what by the Constitution of the Church belongs to the Classis, and shall not interfere in the same—it shall have entire control over Missions (though a Classis is organized), and reserve to itself to decide on the course and policy of each Missionary, or any laborer receiving its aid; and withhold or modify the same, subject to the Board and the General Synod.

Art. 4. For the greater success of its work, the Executive Committee shall appoint from its own number a *Committee of Finance* of three members, who shall be the counselors of the Treasurer in all questions of investment, legacies, and negotiations of drafts, and without whose approbation he shall not act in the same. They shall audit the Treasurer's annual account, bring forward such measures and plans from time to time as may secure suitable pecuniary means for the missionary work, watch over the financial interests of the Board, and report at every stated meeting of the Executive Committee. They shall examine all estimates for appropriations to Missions and Missionaries, and report their judgment concerning them.

Art. 5. As the General Synod has its Board of Publication, the Executive Committee shall in all cases where practicable, make through a suitable Committee, arrangements with such Board for its printing.

Art. 6. The *Recording Secretary* shall keep a faithful and particular record of all the acts of the Board, carefully file and preserve all documents ordered to be filed, issue the necessary notices for all stated and special meetings, and submit his record at each stated meeting of the Board.

Art. 7. The order of business, both in the Board and in the Executive Committee, shall be as follows:

1. Prayer.
2. Reading of the Minutes.
3. Statement of the Treasurer.
4. Communications and business of the Corresponding Secretary.
5. Reports of Committees.
6. Miscellaneous Business.
7. Prayer.
8. Adjournment.